



**METROPOLITAN  
TRANSPORTATION  
COMMISSION**

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**Bill Dodd, Chair**  
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**Scott Haggerty, Vice Chair**  
Alameda County

**Tom Ammiano**  
City and County of San Francisco

**Tom Azumbrado**  
U.S. Department of Housing  
and Urban Development

**Tom Bates**  
Cities of Alameda County

**Bob Blanchard**  
Sonoma County and Cities

**Dean Chu**  
Cities of Santa Clara County

**Dave Cortese**  
Association of Bay Area Governments

**Dorene M. Giacomini**  
U.S. Department of Transportation

**Federal D. Glover**  
Contra Costa County

**Anne W. Halsted**  
San Francisco Bay Conservation  
and Development Commission

**Steve Kinsey**  
Marin County and Cities

**Sue Lempert**  
Cities of San Mateo County

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San Francisco Mayor's Appointee

**Bijan Sartipi**  
State Business, Transportation  
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Solano County and Cities

**Adrienne J. Tissier**  
San Mateo County

**Amy Worth**  
Cities of Contra Costa County

**Ken Yeager**  
Santa Clara County

**Steve Heminger**  
Executive Director

**Ann Flemer**  
Deputy Executive Director, Operations

**Andrew Fremier**  
Deputy Executive Director,  
Bay Area Toll Authority

**Therese W. McMillan**  
Deputy Executive Director, Policy

**ADMINISTRATION COMMITTEE**

March 5, 2008  
MINUTES

**Attendance**

Chair Blanchard called the meeting to order at 9:35 a.m. Committee members present were: Commissioners Ammiano, Glover, Kinsey, Sartipi, and Tissier. Other Commissioners in attendance were: Chu, Halsted and Rubin.

**CONSENT**

**Minutes**

The Committee received and approved as written the meeting minutes of February 13, 2008.

**Purchase Order – Census Transportation Planning Products (CTPP) Pooled Fund Project: CalCOG**

The Committee authorized the Executive Director or his designee to issue a purchase order to the California Association of Council of Governments to fund the CTPP Pooled Fund Project, for a total not to exceed amount of \$125,820.

**Contract Amendment – StreetSaver® Online Application Hosting Services: DecMecca.com, Inc.**

The Committee authorized the Executive Director or his designee to negotiate and enter into a sole source contract amendment with DevMecca.com in an amount not to exceed \$120,000 to support ongoing StreetSaver® online application hosting services through September 30, 2009, subject to MTC's budgetary approval process.

**Contract Amendment: Transportation 2035 Plan Public Participation: Pacific Municipal Consultants (PMC)**

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with PMC in an amount not to exceed \$175,000 (for a total contract amount of \$425,000) to provide support with public participation services associated with the development of the Transportation 2035 Plan.

**MONTHLY FINANCIAL STATEMENTS**

The Committee accepted in writing the following monthly financial reports for the month of January: Operating Income for January 2008; Report of Operating Expenditures for FY 2007-08 through January 2008; Report of Capital Projects for FY 2007-08 through January 2008; FY 2007-08 Contract Services Disbursement Report for January 2008.

For the month of January 2008, the monthly financial report listed five (5) purchase orders executed by the Executive Director between \$2,500 and \$55,000.

The Committee received a comparison between budget and actual revenue and expenditures through January 2008.

### **INVESTMENT REPORT**

The Committee accepted for information the Investment Reports for the months of January 2008.

### **Contract Amendment: Regional Airport System Planning Analysis Update: SH&E and ICF International Company**

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with SH&E and ICF International Company in an amount not to exceed \$790,000 to conduct a Regional Airport System Planning analysis update.

### **OTHER BUSINESS/PUBLIC COMMENT/ADJOURNMENT/NEXT MEETING**

There being no further business or public comment, the meeting was adjourned at approximately 9:41 a.m. The next Committee meeting date will be on April 9, 2008 in the Lawrence D. Dahms Auditorium, Joseph P. Bort MetroCenter, 101 Eighth Street, Oakland, CA.

